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THE WING CHUN SCHOOL - RISK ASSESSMENT

TWCS BRANCH: Barnet

Assessment carried out by: George Nahlis

Role: Instructor

Date assessment was carried out: 03 August 2020
assessment

Date of next review: 6 months from date of

Draft created – v.1.0

Last reviewed 23/08/2020 - v.2.0

Last reviewed 28/08/2020 – v.2.1

Last reviewed 08/03/2021 – v.2.2

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This risk assessment must be read in conjunction with any other risk assessment, Policy or local instruction covering any specialist activities or use of equipment within the training venue. It should also be read with reference to the [‘Framework for re-opening of all branches of The Wing Chun School’](#) policy of The Wing Chun School for the most up to date guidance.

This assessment is based on the government COVID Secure guidelines. The Working Safely During Coronavirus - ‘Providers of grassroots sport and gym/leisure facilities’ has been used to develop this assessment.

This risk assessment follows the guidance on how to work, operate and participate in sport and leisure activities safely while minimising the risk of spreading COVID-19.

An individual risk assessment must be carried out for each training venue to ensure it can implement the additional controls set out below before it will be approved for opening. It should be displayed in the local training venue, along with Guidelines for safe use of the facilities.

What are the hazards? (Consider hazards specific to the type of activities being assessed)	Person(s) at risk (Enter details of anyone who may be at risk)	What are you already doing to control the risks? (Enter details of all control measures that are currently in place)	Additional control measures required (Enter details of any new actions that need to be taken to reduce, control or eliminate the risks of each hazard)	Who needs to carry out the action? (Person responsible for implementing controls)	When is the action needed by? (DD/MM/YYYY)	Completed (DD/MM/YYYY, Signature)
1.Contracting and transmitting Covid-19 from close proximity to others within the class venue due to lack of social distancing.	S – Students V – Visitors I – Instructors P – Parents VP – Vulnerable persons (young	<ul style="list-style-type: none"> Throughout the COVID 19 pandemic, clear guidance has been given to students and parents verbally 	<ul style="list-style-type: none"> Prohibit parents and visitors from entering class venues. Calculate the number of instructors and students that can reasonably follow social distancing within the 	Branch Instructor in collaboration with venue management and administration as	1 st September 2020	

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	people who are students)	<p>and via Whatsapp around social distancing.</p> <ul style="list-style-type: none">▪ Arrangements for social distancing in venue toilets and any waiting areas should already be in place through the local risk assessments.▪ Clear guidance on social distancing is provided around all venues to people through letters and verbally.▪ The training venue has been closed and no classes have taken place since March 2020.	<p>venue, taking into account total space, equipment as well as likely constraints and pinch points.</p> <ul style="list-style-type: none">▪ Install signage around social distancing and the number of instructors and staff allowed in the gym at one time.▪ Consider introducing a booking system or other approaches to managing demand, so that no more than the desired number students are in the venue at any one time. (Local)▪ Identify volunteers as designated 'supervisors' for each venue to ensure social distancing measures are being adhered to by students. (Local)▪ Ensure social distancing of Instructors and students that they don't share training areas and work stations.(Local)▪ Instructors teaching manage occupancy levels	<p>they will have to provide the square footage of the venue itself and room dimensions.</p>		
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			<p>and changeover by reducing class sizes and amending timetabling in order to appropriately clean the studio and equipment and to prevent waiting in groups. (Local)</p> <ul style="list-style-type: none">▪ Suspend any activities which can't meet the social distancing guidelines. (Local)▪ In larger venues use consider using signage, ground markings etc to show the flow of people through the room, preferably a one way system.▪ Chairs to be an appropriate distance apart so as to comply with social distancing guidelines and with a suitable margin for adequate circulation or one-way routes. This can be achieved by moving equipment or taking equipment out of use. Clearly visible tape should			
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<p>2.The transmission of COVID 19 due to inadequate hygiene measures.</p>	<p>S – Students I – Instructors P – Parents</p>	<ul style="list-style-type: none">▪ Throughout the COVID 19 pandemic clear guidance has been given around hand hygiene and risk assessments have been carried out in all operational areas	<p>be put around pieces of equipment to denote social distance.</p> <ul style="list-style-type: none">▪ Have clearly designated positions from which Instructors leading activity can provide advice or assistance to students whilst maintaining social distance.(Local)▪ Ensure signage is up in venues and toilets in relation to the importance of handwashing. <ul style="list-style-type: none">▪ Provide handwashing and hand sanitiser and encouraging instructors, students and parents to wash their hands regularly.▪ Ensure the supply of hand sanitiser is regularly		<p>1st September 2020</p>	
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		<p>within training venues.</p> <ul style="list-style-type: none"> ▪ The training venues have been locked closed since March 2020. ▪ The primary control for minimising transmission through contact is through handwashing and sufficiently frequent washing and avoiding sharing of objects. 	<p>checked and provide details to instructors and students on how to obtain more.</p> <ul style="list-style-type: none"> ▪ Avoiding use of shared objects e.g. focus pads, chairs unless they can be cleaned or sanitised between users. (Local) ▪ Ensure that any water fountains have signage which prohibits use due to possible droplet contamination. ▪ Prohibit Parents from entering the training venue during classes 			
3.Transmission of	S – Students	All venues closed	• The opening up of			

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COVID 19 by unknown persons using the class venue.	I – Instructors P – Parents	since March 2020	<p>gyms following the COVID-19 outbreak is being supported by NHS Test and Trace. and following a positive test, all known contacts of that instructor, students can be contacted and recommended to self-isolate for 14 days.</p> <ul style="list-style-type: none">▪ Keep a record of students to assist NHS Test and Trace with requests for that data if needed. Collect sufficient data on each attendee (name, home phone number, mobile number, date and times of entry and exit) so that each person could be contacted if there is a case of COVID-19. (Local). Liaise with venue management to work in collaboration, and adhere to strict data protection regulations and law.			
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<p>4. The transmission of COVID 19 due to inadequate ventilation.</p>	<p>S – Students I – Instructors P – Parents</p>	<p>Ventilation is an important part of mitigating against the transmission of COVID-19. We opened windows and doors ensure a fresh air supply is provided to all areas wherever possible in line with <u>CIBSE</u> guidance.</p>	<ul style="list-style-type: none"> ▪ The maximum occupancy of each indoor venue should be limited by providing a minimum of 100sqft per person. For this figure, the area is the net useable indoor facility space available to members to use, including changing rooms, toilet and wash facilities. <p>Where there is no ventilation system, open windows and fix doors open that can be safely left open where feasible. (Local)</p>	<p>Seek these dimensions and measurements from venue administration and management.</p>	<p>1st September 2020</p>	
<p>5. The transmission of COVID 19 due to inadequate cleaning.</p>	<p>S – Students I – Instructors P – Parents</p>	<p>Each venue has a cleaners schedule and will be added back into the regular cleaning schedule prior to each venue opening and will receive a clean prior to opening.</p>	<ul style="list-style-type: none"> ▪ Instruct cleaners to add venue back onto their schedule and to clean prior to opening. ▪ Ensure frequent cleaning of work areas and equipment including equipment, chairs door handles using the cleaning products. (Local) ▪ The only means of minimising contact transmission is cleaning of equipment, touch points 	<p>Collaboration between Instructors and venue administration and management</p>	<p>1st September 2020</p>	

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			<p>such as door handles, chairs after every user so provide disinfectant spray and paper roll and clear instructions for users to wipe down emphasising their duty to do so as they disengage from the equipment or a facility.</p> <p>If equipment cannot be cleaned after each use, it should not be used. (Local)</p>			
<p>6.Latest government guidelines not followed due to inadequate communication about measures in place to protect from infection.</p>	<p>S – Students I – Instructors P – Parents</p>	<p>Communications are being updated regularly on the branch Whatsapp and local branch website and zoom classes in relation to the status of the venues and those which will open.</p>	<ul style="list-style-type: none"> Provide written communication of the latest guidelines to instructors inside and outside the venue facility (Local) 		<p>1st September 2020</p>	
<p>7.The transmission of covid 19 due to practising the martial art of wing chun.</p>	<p>Instructors Students Vulnerable persons – young people who are also students.</p>	<p>Handwashing and social distance measures were applied. Venues were closed as of March 2020.</p>	<p>Only drills based activities to be practised and taught.</p> <p>No physical contact whatsoever to be practised or allowed during classes.</p>			

